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17. ABSTRACT (MAX. 250 WORDS)

The purpose of the program is to encourage young students to stay in school until high school graduation and to develop those attitudes, habits, and skills that produce responsible citizens and productive employees. The program is an attempt to assist students on the junior high and senior high school level.

Students selected to participate attend classes in the morning and proceed to their training centers in the afternoon. Each participant must take a course entitled Personal and Vocational Adjustment. Several mental health specialists lend their services to make the course both interesting and useful. Weekly conferences between students and the coordinator are held to discuss adjustment problems. Parents are invited to school during the year to discuss student progress.

Rules and regulations for all students participating in the program are explained during the vocational and personal adjustment class given each day. Any student who knowingly and willingly is found violating the rules is dismissed from the program. Students are expected to: have a proper appearance, practice personal hygiene, report to work stations on time, follow the directions of adult supervisors, follow their schedule each day, report any absence that is expected, report any accident or unusual on-the-job occurrences, be honest with teachers and employers, and be serious in their approach to the work-study program.

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CITY SCHOOL DISTRICT
SYRACUSE, NEW YORK

MADISON AREA PROJECT

WORLD OF WORK TRAINING PROGRAM

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STUDENT-TRAINEE ORIENTATION

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PURPOSE OF THE WORLD OF WORK TRAINING PROGRAM

The purpose of the World-Of-Work Training Program is to encourage young students to stay in school until high school graduation and, at the same time, develop those attitudes, habits, and skills that will make them responsible citizens and productive employees. The World-Of-Work Training Program is geared to assist students on the junior high and senior high school level.

PROCEDURES

This section of the orientation pamphlet has been prepared to help the student-trainee understand the various phases of the program he will be involved in. It is also meant to help him understand the mechanics of the program from selection to the program to participation in on-the-job training. A brief summary of the procedures are:

- Students selected into the World-Of-Work Training Program will attend classes in the morning and proceed to their training centers in the community in the afternoon.
- An individual program will be scheduled for each student in the training program; junior high school core courses -- mathematics, English, Social Studies, and Science will be taken by all student-trainees.
- The Director of the Madison Area Project is responsible for both the program and the students.
- Students in this program are responsible to the Director and to:
  - (a) The Coordinator of the World-Of-Work Training Program
  - (b) The principal of Madison Junior High School
  - (c) Individual teachers with whom school subjects will be taken
  - (d) The work supervisor assigned while undergoing on-the-job training
  - (e) Anyone else whom the Coordinator designates
- Parents of the students must give written consent for participation of

their children in the program.

- Individual, vocational, personality and interest tests will be administered to students selected for the program to help the administrators of the program in planning for the needs of each pupil.
- A vocational orientation weekend will be attended by students in the World-Of-Work Training Program at Rotary Park, just outside Syracuse. The Park has been made available through the generosity of the Syracuse Rotary Club. Only those students whose parents have signed permission slips will be entitled to go. The trainees will spend a leisure weekend filled with supervised recreation, good food, and group discussions on the nature of work and vocational responsibilities.
- Each student participating in the work-study project must take a course dealing with personal and on-the-job adjustment entitled: Personal and Vocational Adjustment. The course will be given each day. Several people in the field of mental health will lend their services to help make the course both interesting and useful.
- Students will meet with the coordinator, or someone so designated, for weekly conferences related to personal and job adjustment.
- A salary will be paid for participation in the project. Generally, 75¢ will be the hourly wage.
- Student-trainees will work under standards set by the New York State Department of Labor.
- A weekly or bi-weekly report will be made by the coordinator and placed in each students' folders.
- Parents will be invited to school during the year to discuss student progress in the program.

RULES AND REGULATIONS FOR STUDENTS TO FOLLOW

The following list of rules and regulations are to be read over carefully. They apply to all students in the World-Of-Work Training Program. Any student who knowingly and willingly is found violating these rules will be dismissed from the program. Students who show that they are not serious about wanting to stay in it will be dropped. Past school records will not be important; only present attitudes will count.

The rules will be explored and explained during part of the vocational and personal adjustment class given each day.

APPEARANCE:

- Students will be expected to have a proper and fitting appearance both in school and at work. Girls will not be permitted to use excessive make-up, tight skirts, unusual hairdos, bermudas, etc. Boys will be expected to have their hair combed, shoes shined, shirt and pants clean, and their hair cut. Odd hair styles on boys will not be permitted.

HYGIENE:

- Students will be expected to practice personal hygiene.

PUNCTUALITY:

- Students will be expected to report to their work stations on time.

SUPERVISION:

- Students will be expected to follow the direction of all adult supervisors assigned.

ATTENDANCE:

- Students will be expected to follow their schedule each day, particularly reporting to their work stations.
- Students will be expected to attend the Vocational and Personal Guidance

period each morning.

- Students will be expected to meet with the coordinator at scheduled appointments.

ABSENCE:

- Students will be expected to report to the coordinator of the program before 9:00 A.M. any absence that is expected.

REPORTING:

- Students will be expected to report immediately to the coordinator any unusual on-the-job occurrences or difficulties with the employer, supervisor, or other employees.
- Students will be expected to report any accident, even the slightest, to both the employer and the coordinator.

CONDUCT:

- Students will be expected to conduct themselves appropriately both in school and on the job.
- Students will be expected to be honest with both teachers and employers.
- Students will be expected to refrain from "borrowing", using and taking home articles which belong to an employer -- violation of this will lead to immediate dismissal from the program.
- Students will be expected to respect the property of the employer.

COOPERATION:

- Students will be expected to be serious in their approach to the work-study program and give their teachers and employers 100% cooperation and attention.
- Students will be expected to discuss with the coordinator any problems relating to school and work.

September 1963
Joseph P. Cangemi

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